



# County Corner

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## Clerk & Recorder Recording Office

The Flathead County Clerk & Recorder's Office is one of the offices under the direction of the Clerk & Recorder, Paula Robinson. The other offices under her direction are GIS, Elections, Plat Room/Surveyor, Auditor, and Records Preservation. The Recording Office of the County Clerk & Recorder's office is, by statute, the official records center for Flathead County. It is the responsibility of this office, according to law, to maintain records at a maximum level of efficiency for the benefit of public accessibility. The indexes to recorded documents are the primary directive to all the permanent records on file, and it is important that they be accurate and current. At present, all office indexes are maintained on the county computer, with updated print-outs available daily. Direct access to the indexes is possible by use of computer terminals in the office or micro-fiche indexes which are ordered monthly.

The importance of records is seen clearly on a daily basis as the office is used as a research center by private individuals, companies, government agencies, and lending institutions. In addition, the staff assists the public in attaining necessary information from the records and makes copies of all materials available at a cost set by law.

The Recording Office in conjunction with the Plat Room polices land transfer documents, certificate of survey and subdivision plats to enforce statutory requirements and subdivision regulations. The vital statistics records for Flathead County are another important resource in recording. They back up records for the Montana State Department of Health and Environmental Sciences in Helena.

Records Preservation serves all county offices by storing, preserving, retrieving, and disposing of all



inactive and archival records for the county in accordance with state statute and retentions schedules. At the current time the Records Facility houses 3,160,249 individual records covering the entire history of the County. Records Preservation is also responsible for the operation of Demersville Cemetery, which is the oldest continually used cemetery in Flathead County. The cemetery belonged originally to the now-abandoned town of Demersville and was donated to the County; the first County-conducted burial was that of Richie E. Joseph in 1893. The cemetery is still in use today.

The Flathead County Clerk & Recorder serves as both the recording secretary of the Board of County Commissioners and as the principal officer responsible for the assembly of the annual budget for commission approval; this office is often seen as the administrative center of the Courthouse.

Paula Robinson is serving the first year of her second term in the elected office of Flathead County

Clerk & Recorder/Surveyor/Auditor. Prior to being elected, Paula worked 11 years in the Clerk & Recorder's Office as a deputy. She has strong experience in the private sector as well, having worked six years in the title insurance industry and 10 years in the information technology industry. She is eager to continue the progress her office has made during her tenure and the essential focus of her job is, "PUTTING THE TAXPAYERS FIRST". Paula owns and operates a family antique business. Her husband, Dick, is retired (translates into fishes a lot). She has three remarkable children, Steven, Michael and Jeremy.

The Clerk & Recorder's Office is staffed by Paula Robinson, Monica Eisenzimer, Diana Kile, Jenn Iverson, Ashley Bradford, Kimberly Peacock, Sherry Singleton, Linda Broscheit, Norma Weckworth, Megan Hall and Johanna Hardesty. You may contact the Clerk and Recorder's Office at 758-5526 or through the web address at "<http://www.co.flathead.mt.us>"

*"The needs of the future take precedence over the demands of the present."*

— County Commissioners: Joe Brenneman, Gary Hall & Dale Lauman